



## Information Technology Investment Board

**DRAFT**

### Minutes

#### Executive Evaluation and Governance Committee

Wednesday, July 19, 2006

10:30 a.m. – 12:30 p.m.

VITA Operations Center, 3rd Floor James River Conference Room  
110 South Seventh Street, Richmond, Virginia 23219

#### Members Present:

Hiram Johnson  
Jim McGuirk  
Mary Guy Miller, Chair

#### Members Absent:

Kenneth Johnson

#### Others Present:

Lem Stewart, CIO  
Judy Napier, Deputy Secretary of Technology  
Walt Kurcharski, Information Technology Investment Board (ITIB) member  
Len Pomata, ITIB member  
Julie Whitlock, Acting Counsel to the ITIB  
Marcella Williamson, ITIB Executive Director and VITA Communications Director  
Peggy Ward, VITA Chief Information security and Internal Audit Officer, Committee Staff  
Fred Duball, VITA Service Management Organization Director  
Lloyd Lane, VITA Business Development Director  
Jim Roberts, VITA Finance and Administration Director  
Debbie Secor, VITA Customer Relationship Director  
Jerry Simonoff, VITA Technology Strategy and Solutions Director  
Barb Rudolph, VITA Budget Director  
Dana Smith, VITA Controller  
Beverly Coleman, VITA Supplier Diversity Manager  
Karen Helderman, Auditor of Public Accounts  
Goran Gustavsson, Auditor of Public Accounts  
Suzanne Piland, VITA Executive Advisor to the CFO  
Paul Lubic, VITA Policy, Practice and Architecture Associate Director  
Fred Norman, CVC  
HF Jones, NG  
Dan Drummond, NG  
Susie Witter, VITA HR Director  
Tom Falat, VITA Legal and Legislative Services  
Dan Ziomek, VITA Project Management Division Director  
Karen Farwell, VITA Change Management  
Mike King, NG  
Sonia Hicks, VITA- SCM

## Call to Order

Dr. Miller, Chair, called the meeting of the Information Technology Investment Board Executive Evaluation and Governance Committee to order at 10:40 a.m. and welcomed all. Peggy Ward called the role. There was a quorum.

## Approval of Minutes

Dr. Miller presented the minutes of the May 22, 2006 Executive Evaluation and Governance Committee meeting.

*A motion was made by Mr. Johnson and seconded by Mr. McGuirk to approve the minutes as presented.*

All voted in the affirmative.

## 2006 CIO Objectives Status

Mr. Stewart briefed the Committee on the status of the 2006 CIO Objectives stating that of the 26 initiatives, 22 are green and four are yellow. The Committee discussed the four yellow objectives, two of which are related to the Partnership and two are related to Security.

## VITA Retained Organization Staffing

Mr. Stewart briefed the Committee on the VITA Retained Organization and noted that the new MOU would be implemented July 20<sup>th</sup>. He also highlighted that VITA is estimating an indirect cost percentage for FY 07 of < 10% which is a significant decrease. He then briefed on the organizational units of the retained organization.

Mr. McGuirk asked for clarification between Customer Relationship Management (CRM) and the Service Management Organization (SMO). Mr. Stewart indicated that CRM was a strategic focused unit aligned by Secretariat and SMO is a technical and tactical focused unit. The Committee discussed at length the role & name of Customer Relationship Management including how it relates to the Project Management Division and that CRM is not intended to be the "911" entry point to VITA.

The Committee discussed the lack of understanding from outside of VITA as to what VITA's role is now and the need to communicate that mission including the ITIB role. The Committee discussed the change we are creating in the Commonwealth culture by making technology a planned business expense rather than a discretionary expense.

Mr. Stewart indicated that the Deputy CIO position will not be filled. The Committee asked who would be the back-up if Mr. Stewart is out. Mr. Stewart indicated that Mr. Simonoff will act on Lem's behalf when Mr. Stewart is not available. If both are not available, Mr. Stewart stated that he would select one of the other Executive Directors.

Mr. McGuirk stated that he would like to have a closed session for the ITIB to discuss personnel hierarchy and backup including development of key staff and succession planning. Ms. Whitlock indicated that if specific persons are to be discussed she believed a closed session was possible and that the ITIB counsel would work with the ITIB on this plan.

## VITA SWAM Program

Mr. Roberts briefed the Committee on the VITA SWAM program. He discussed the fact that the Department of Minority Business Enterprise determines how much of an agency's spend is eligible for SWAM spending since some budgetary items such as salaries are not. Mr. Roberts indicated that in FY06, VITA expended a total of \$ 18.3 million in SWAM spend which is 11.0% of eligible spend. This exceeds the CIO Objective goal of 13.4 million and 10%. The Committee asked if it was possible for VITA to tell them how many different businesses receive the SWAM spend and Ms. Coleman indicated that those numbers can be generated. The Committee noted that next year, payment to NG will take much of VITA's eligible spend resources so NG SWAM spend and reporting becomes critical. The Committee also discussed any weighting for SWAM in procurement evaluation and Ms. Coleman indicated that VITA is awaiting instructions from the administration on how to weight.

## VITA Customer Satisfaction Action Plan

Ms. Secor briefed the Committee on the VITA Customer Satisfaction Action Plan noting that it focuses on three fronts: NG Relationship, Retained Organization, and Employees. She stated the next survey is to be done by January 2007 and she would seek input from the Committee. Mr. Johnson suggested the survey could be used to obtain reaction to planned changes by the ITIB.

## VITA Strategic Plan Status

Mr. Simonoff stated that the VITA Strategic Plan was submitted on time and we are awaiting instructions from the Department of Planning and Budget.

## Other Business

Mr. Johnson congratulated Mr. Simonoff for being selected as Mr. Stewart's back-up.

## Public Comment

None

## Adjourn

There being no further business, the committee meeting adjourned at 12:25 p.m.